

SPECIAL POINTS OF INTEREST:

- Windows XP Ending Soon
- Meet some of the staff from Dynamic.
- Changing the way Office 2007 saves your work so everyone open it.
- A quick look at Toshiba's A9 range of notebooks.
- Backups Can you lose that important data? Backup Now.

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Windows XP Ending Soon

Microsoft decided with the release of Windows Vista to phase out **Windows XP**. This was to take effect from 31st Dec 2007. However there was a backlash from the business community and a slow take up of Windows Vista which caused Microsoft to rethink their decision. Microsoft decided that to serve the business community better they would change the date for the phase out to 30th June 2008.

With the new date now set this means the only way you can purchase new computers with **Windows XP** installed on them is to purchase a volume license agreement for 25 or more computers. As this is not practical for the average small business you will need to purchase all new pc's with windows

Vista installed.

I would strongly urge all Dynamic customers who run software packages that are not readily purchased off the shelf, such as accounts software, or specialized business software,



The end is near for **Windows XP**

that you create a checklist so you can confirm with the vender or supplier that this software is supported by windows Vista. In some cases it

may require you to upgrade from the version you are currently using.

Once you have this information from your software vender or supplier it may require you to make a plan to complete any software upgrades. This is in case a PC needs to be introduced, upgraded or replaced after the end of **Windows XP**.

Windows Vista is available in 4 versions, Home, Home Premium, Business and Ultimate, Windows Business is the most common used version for business use, and is the equivalent of **Windows XP Professional**.

Please feel free to contact Dynamic Solutions if you need any assistance in creating a software checklist.

Meet the staff - David Meyers

David Meyers joined Dynamic Solutions more than 14 years ago, and for most of this time David has been employed as a Senior Systems Engineer, having an excellent background in all versions of Windows and Novell David's interests are AFL football, running and traveling, he is

also a silver member of the Richmond football club, and runs around 40Km per week .

David and his family have just returned from a 5 week overseas holiday taking in England, Paris, Scotland and we look forward to the happy of their trip.



Tech Tip - Office 2007



Changing office 2007 default settings

One of the most frustrating things about new versions of software is that it always manages to save files in a format that can not be opened in a previous version, this is in fact true with Office 2007 as the default file saving functions will save every new file in a format that can only be opened in Office 2007.

Thankfully there is a small tip you can use that changes the default save type to one of your own choosing, and is fairly easy to do.

Firstly we will start with Word 2007. Open this program, and from within Word 2007 click on this symbol at the top right hand corner.



Next select "Word options" and select "save" from the menu provided.

To the right of the word save you have a drop down box labeled "Save files in this format", From this dropdown box select "word 97 -2003 Document (*.doc).

Click OK to accept these settings and close these windows. Now every time you save a document that you create for word it will be in the previous version format and everyone should be able to open it.

The process for changing Excel 2007 is the same as word so follow the same instructions from within Excel. Please contact us if you require a PDF file of these instructions.

Product Review - Toshiba Tecra A9

"The A9 comes with hard disks ranging from 120Gb to a very large 250Gb"

Toshiba have ramped up the business notebook series with the release last year of the Tecra A9, The A9 comes in several different models that can handle just about all of your general business needs. All the models have a built in finger print reader for added security and, if it's used right, is ideal for automating your logon's to secure sites by storing your logon credentials.

The A9 comes with hard disks ranging from 120Gb to a very large 250Gb and all models have a DVD burner.

To complete this notebook you will find all models have inbuilt wireless for added mobility.

Toshiba have also been smart and provided an option to have this notebook installed with Windows Vista Business, or Windows XP Professional, with recovery DVD's so you can change between the 2 platforms if required.



Are you backing up the right files

"companies store all their critical Information"

These days most companies store all their critical information on their file servers. Most of these servers have or should have tape backup drives installed, and it is normally one staff member's job to put the tape in every night. The critical question is "does this happen", and "how do you know that the correct data is being backed up".

One way to be sure that everything is being backup up is to have a tape drive that has a capacity far greater than the amount of data on your server, this way no files are excluded due to size limitations of the tape.

Additional security can easily be obtained by simply taking the tapes off site. This protects your business against data loss if your equipment is stolen, the building catches fire or is destroyed in a storm.

Please talk to us if you are not sure about your backups as we can help put in place proper backup procedures as well as provide larger capacity tape drives.